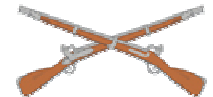
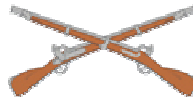


1<sup>st</sup> BN 138<sup>th</sup> REGT (CA)  
INDIANA REGIONAL TRAINING INSTITUTE

# Student Guide



Revised  
25 Mar 09

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## **1. INTRODUCTION.**

1.1. Purpose. This Student Guide is designed to brief you on what to expect while attending the 138th Regiment (CA). Although your attendance is voluntary, your presence implies complete acceptance of the high standards of the 138th Regiment (CA). Let your performance be prompted by this guide throughout your tenure as a student and keep in mind that the benefits you derive from this school will be directly proportionate to the amount of thought and effort you apply. Evidence of successful completion, as well as your record of performance, will be made a part of your permanent file. It will assist your supervisor in evaluating your potential for advancement.

1.2. Mission. The mission of the 138th Regiment (CA) is to provide career development instruction to members of the Army National Guard (ARNG) and the United States Army Reserve (USAR).

1.3. Objectives. The objectives of the 138th Regiment (CA) is to develop the following qualities in each soldier:

- (1) The ability to recognize your responsibilities.
- (2) The willingness to assume your responsibilities.
- (3) The confidence to apply your technical knowledge.
- (4) Improve leadership techniques that you can apply to your position at your home unit.
- (5) To impose the highest personal and professional standards that will be maintained in your career.
- (6) An increased sense of responsibility as a member of the ARNG or USAR and to develop your ability for instilling esprit de corps in all personnel you contact.
- (7) Objectives pertinent to a particular course can be found in the MOS Section.

## **2. REPORTING AND BILLETING INFORMATION**

2.1. Reporting. Students will immediately familiarize themselves with the contents of this guide. All students will report to building 5 for in-processing and billeting assignments.

2.2. Billeting. Billeting will be assigned by building 5 CQ

### **3. STUDENT INFORMATION.**

3.1 Leadership Positions. For instructional purposes, students will be assigned various command positions and duties in the student organization. Information presented in this guide is basic and will be explained in detail by the staff during the training period.

3.2 Rank and Authority. An instructor will be considered as superior in rank to all students even though a student may hold a higher rank than the instructor. Students acting as noncommissioned officers in leadership positions will be considered as having the authority corresponding to their temporary position.

3.3 Student Critique Sheets. Prior to graduation you will be asked to submit constructive comments and recommendations for improvement of the course. It is requested that your comments be specific rather than general in nature. Use of a notebook during the course will aid you in this effort. Your Small Group Leader (SGL), Instructor, or Teacher Advisor Counselor (TAC) will provide you with end of course questionnaires. Please take time to be accurate.

3.4 Uniform. All students will wear the same duty uniform and in accordance with current regulation per AR 670-1 and training schedule. Each student will arrive with the minimum equipment shown in the appropriate course equipment list.

3.5 Standards of Appearance. The appearance of all students must always be as a professional soldier. This includes uniform and personal physical appearance. Uniform regulations to include rank insignia, name tapes, unit patches, and other authorized insignia must be exactly placed as prescribed in AR 670-1. The student's personal physical appearance to include haircuts, sideburns and mustaches must be in accordance with current Army Regulations.

3.6 Absenteeism. Students who are absent from training may be subject to dismissal from the 138th Regiment (CA) unless absence is approved. The Course Manager will authorize excused absences on a case by case basis, per Course Management Plan requirements.

### **4 STUDENT CONDUCT.**

4.1 General. The standard of conduct of all students must be exemplary at all times. These standards are no different when away from the 138th Regiment.

#### **4.2 Conduct.**

(1) Harassment of any kind will not be tolerated. This includes sexual harassment. If a complaint is filed against you for harassment, it will be investigated and proper actions will be taken. If you feel that you have been harassed by anyone, notify your chain of command or the 138<sup>th</sup> Regimental Equal Opportunity Representative.

(2) Fraternization will not be tolerated by the Army or the cadre and staff. This includes all military and civilian staff that works at the INRTI or attending any other course conducted in this facility.

(3) Billeting areas are used by a variety of individuals attending courses and conferences here at the INRTI. Have respect for all others when in the billeting area. Conduct yourself as a professional. Keep noise in the hallways to a minimum. Do not play TV's or radios loud at night. **(Quiet Time is 2100 hours to 0600 hours).**

(4) Gambling in the 138th Regiment is prohibited.

#### 4.3 Military Courtesy and Discipline.

(1) Because of responsibilities and authority, all cadre personnel will be treated with the respect due their positions. Equal courtesy will be shown student leaders and other students.

(2) Students will be addressed by their rank and/or last name.

(3) Students must salute all Commissioned Officers and Warrant Officers.

#### D. Honor Code and Honor System.

(1) A high sense of honor is the mark of a true leader. Honor is basically a virtue and fundamental attribute of character which implies truthfulness, loyalty, courage, and self-righteous. While admirable in all men, honor is indispensable in a soldier. The untruthful soldier may be risking the lives of his/her fellow soldiers and the honor of his/her country.

(2) Honor Code. The Honor Code is a set of ethical precepts that all students agree to uphold. In essence, the code provides that:

(a) Students will not lie.

(b) Students will not cheat.

(c) Students will not steal.

(d) Students signature is his/her bond.

(e) Students will not tolerate others who violate this code.

(f) Students are honor bound to report to their proper authorities any violations of the honor system which he himself or she herself commits or which he or she observes committed by others.

#### 4.5 User Agreement & Computer Usage

All students who will use any computer while attending a course will read and sign the User Agreement provided. This agreement sets forth the expectations and standards to be followed while using government computers and networks. At **no time** will a student use INRTI computer & network resources to gain access to sites that are prohibited or restricted by Army, Federal, and Local Laws. These sites include, but are not limited to, the following types:

1. Pornographic material of any type.
2. Streaming audio or visual from a website.
3. Material that is blatantly offensive in nature.

Failure to adhere to the User Agreement or violation of any laws will result in a negative counseling up to dismissal and reporting violation to the appropriate authorities.

DO NOT alter or reconfigure these computer/automation systems in any way, shape, or form. This includes display settings on the projectors and A/V equipment. These are not for personal use, only for educational use and assistance. Failure to comply with this directive will result in loss of automation equipment and access.

After the Policy Letter has been completed by the user and signed by all required, please turn into the SGI/Course Manager.

Policy Usage Memorandum can be found in Annex C.

## **5 ARMY VALUES.**

A. LOYALTY. Bear true faith and allegiance to the U.S. constitution, the Army, your unit and other Soldiers.

B. DUTY. Fulfill your obligations.

C. RESPECT. Treat people as they should be treated.

D. SELFLESS SERVICE. Put the welfare of the nation, the Army and your subordinates before your own.

E. HONOR. Live up to all Army values.

F. INTEGRITY. Do what is right, legally and morally.

G. PERSONAL COURAGE. Face fear, danger and adversity (Physical and Moral).

## **6 ARMS, WEAPONS AND AMMUNITION.**

A. Personally owned firearms and weapons will not be brought to the 138th Regiment (CA) or Camp Atterbury.

B. Possession and/or carrying of personally owned firearms or other weapons, or any type pyrotechnics or ammunition except when approved by the commander will result in dismissal from the course.

## **7 VEHICLES.**

### **A. Privately Owned Vehicles.**

(1) Students reporting to the 138th Regiment with private automobiles are responsible for ensuring that the vehicle is properly insured and safe.

(2) Vehicles will be parked only in designated student parking areas at the rear of building 6 on the south end of the facility. Each student is cautioned to drive carefully at all times.

(3) Seat belts must be worn on post at all times.

(4) Helmets, bright vests and protective clothing are required for anyone operating a motorcycle on Camp Atterbury.

(5) Observe the posted speed limit on Camp Atterbury; it is 25 MPH unless otherwise posted. Camp Atterbury MP Office has a zero tolerance for speeders and drunk drivers. You have been warned!

### **B. Military Vehicles.**

(1) Students that report to the 138th Regiment with military vehicles will turn them over to the motor pool for security. You will be allowed to keep the keys and logbook. You will secure that vehicle the day prior to graduation.

(2) Military vehicles will be stored at the motor pool until the day before graduation.

## **8 LEAVE/PASS POLICY.**

A. In case of emergency, students will immediately contact their SGL or Branch Chief/Course Manager.

B. Anyone leaving the 138th Regiment area during off duty will sign-out/in at the front desk during off duty hours.

## **9 STUDY HALL.**

Additional training and personal attention will be given to each student as determined by the instructor. In special situations, instructors for particular subjects will be available for extra instruction. If a student is not progressing satisfactorily, mandatory additional instruction will be required. IF YOU NEED HELP ASK AND YOU WILL GET IT! We also recommend your class establish student-led study after duty hours.

## **10 BREAK ROOM AND BREAKS.**

Breaks will be scheduled at the end of each period of instruction and will be taken outside the classroom. Drinking of coffee in a covered cup or soda during the classroom instruction can be allowed with the approval from your instructor. The court yard is the designated outside break area for smoking, etc. This area is also designated as a no hat area.

## **11 INSPECTIONS.**

A. All class leaders and group leaders will conduct daily “in-ranks” inspections. All inspections are geared toward identification of uniform deficiencies. When possible, all deficiencies will be corrected immediately.

B. Rooms and living areas will be inspected at the discretion of the SGL. Students will be expected to maintain high standards while attending the 138th Regiment. Each student group will be assigned an area to clean and maintain during the course.

- (1) Rooms will be kept clean at all times.
- (2) Living areas to include halls and common areas will be clean and trash emptied.
- (3) Beds will be properly made each day.
- (4) Latrines will be thoroughly cleaned daily.
- (5) Rooms will be inspected prior to Graduation and key turn-in.

## **12 ACADEMIC PERFORMANCE.**

### **12.1 Program of Instruction**

The academic program of instruction and course schedules adhere to established POI'S developed by the respective proponent school. The subjects have been carefully selected and prepared and are considered to be the most appropriate for the student, regardless of rank, branch or duty assignment in the Army National Guard, Army Reserve or Active Component.

(1) When answering a question, the student will answer loud enough to be heard by the other students as well as the Instructor.

(2) During class, students will be alert and attentive. Instructors will counsel students who fail to conduct themselves properly during class to include such deficiencies as tardiness, inattention in class, improper military courtesy, failure to complete classroom requirements and reading of unauthorized material in class, sleeping in class and slouching in chairs.

(3) Classes will continue as "usual", while being visited by staff or other types of visitors, unless otherwise previously instructed to the contrary.

## 12.2 Grading & Evaluations

(1) The grading system is established to measure relative student proficiency in given areas. The objective of the system is to measure student leadership potential.

(2) The student's overall grade is based on the following:

- a. Written examinations (if applicable).
- b. Practical exercises, both written and hands-on.
- c. Personal appearance, conduct, and inspection in-ranks.

(3) A score of 70% on all written examinations and 100% on all hands-on tests are required as the minimum acceptable standard for a student to graduate from the 138th Regiment. This is an overall average and refers to all subject areas.

(4) **"Exceeded Course Standards"** – To exceed course standards, a student must:

- Not Applicable for 11BMOSQ courses.

**Note:** The "Exceeded Course Standards" will be limited to those students whom the Commandant considers deserving. No more than 20% of the class enrollment is authorized IAW AR 623-3, Academic Evaluation Report System. If more than 20% of the students exceed course standards, student academic scores will determine the outcome. Students may achieve all superior ratings on their DA Form 1059 and NOT exceed course standards.

(5) **"Achieved Course Standards"**- To achieve course standards the student must:

- Pass the End of Course Exam
- Participate fully in all Training activities
- Receive a "GO" on all performance evaluations

(6) **“Marginally Achieved Course Standards”**- A student will marginally achieve course standards if any of the following apply:

- Fail to meet height / weight standards IAW AR 600-9

(7) **“Failed to Achieve Course Standards”** – A student will fail to achieve course standards if any of the following apply:

- Student fails the retest of the End of Course Exam
- Is relieved from the course for disciplinary reasons or violations of the Standards of Conduct or policies of the Wisconsin Military Academy
- Medical / Injury complications causing failure to complete course

### **13 STUDENT DISMISSAL/ELIMINATION/RE-ENROLLMENT.**

A. The service school or the Command Sergeant Major may remove students from any of the 138th Regiment courses (AR 351-1 paragraph 1-10 and 5-30) before completion for the following:

- (1) Disciplinary reasons.
- (2) Lack of motivation.
- (3) Sexual Harassment.
- (4) Academic deficiencies.
- (5) Alcohol or drug abuse.
- (6) Other valid reasons, such as illness or injury.

B. Students will be notified in writing of their proposed release. Students must acknowledge, in writing, that they received a counseling session and elimination notice.

C. Students will be allowed to appeal their dismissal from any 138th Regiment course. Appeals will be forwarded to the 138th Regiment Command Sergeant Major. The 138th Regiment CSM will refer the appeal for final action to a disinterested Sergeant Major (E9) or 138<sup>th</sup> Regiment Commander, appointed by the General Court Martial convening authority, who is not assigned to the school involved. A judge advocated prior to final action by the Sergeant Major will review the appeal. All appellate actions will become part of the student's case file and will be recorded on their DA Form 1059 under AR 623-1.

D. Students will be allowed to remain in scheduled class while the appeal is in process unless they are a disruptive influence.

E. Course re-enrollment will be in accordance with AR 351-1, paragraph 5-30c (4).

## 14 GRADUATION.

Graduation ceremonies will be held at the conclusion of the course. All students who have successfully completed the course requirements will receive a DA Form 1059 for the course and or phase that they attended.

## 15 OUT-PROCESSING.

Prior to departure from the 138th Regiment, all students will have their billets checked and cleared by their SDL or SGL prior to Graduation. **Students will not be allowed to leave until the Course Manager or SGL has cleared all sections and billeting.**

## 16 CLEARING THE BUILDING.

Billeting rooms will be inspected and cleared by the Course Manager or SGL prior to graduation. Any damage or discrepancies in the condition of the room will result in delay of the student's graduation, possible dismissal from the course, or repayment to fix any damages.

## 17 MISCELLANEOUS.

### 17.1 Church Services

### 17.2 Post Exchange.

PX service may be available to students

### 17.5 Smoking/Tobacco Use

There will be **NO SMOKING** allowed in the facility. There is one or more designated smoking areas outside the facility. The court yard in building 6 is the only one in the INRTI area. **This area is also designated as a no hat area.** Cigarette butts will be disposed of in the receptacles outside the facility.

### 17.6 Police Call

Police Call of the area will be accomplished as necessary and at the direction of the Branch Chief or Course Manager.

### 17.7 Mail Call

Mail will be distributed to the addressee by the Branch Chief, Course Manager or SGL.

(1) The mailbox is located at the Front desk for outgoing mail.

(2) Student mailing address is:

Hqs 138<sup>th</sup> Regiment  
YOUR RANK AND NAME  
Course Title  
PO BOX 5000

Camp Atterbury  
Edinburgh, IN 46124-5000

### 17.8 Security of Personal Equipment and Money

Students are encouraged to not maintain over \$50.00 cash in their possession.

### 17.9 Dining Facility

All students will eat in the 138th Regiment Dining Facility. A schedule of meal hours and menus are posted on the bulletin board outside the Dining Facility.

### 17.10 Transportation

The 138th Regiment will provide official transportation to and from the 138th Regiment training area. POV's are not authorized in training areas.

### 17.11 Telephone Calls

Only calls for Official Business will be made and received in the 138th Regiment office's during the duty day (calls for emergency nature will be received at any time). Personal calls will be made from student rooms or public pay telephones. You will need to use a calling card to make calls from rooms. Use the information on the telephone in the rooms. The emergency telephone number during duty hours is (812) 526-1498 after duty hours (812) 526-1499.

## **18 MEDICAL INFORMATION.**

### 18.1 Sick Call

All students desiring to go on sick call will report to their SGL prior to class and be seen at the TMC. Sick call is from 0700 – 1000 hours daily. When reporting for sick call you must take a copy of your orders and your ID card with you.

### 18.2 Preventative Medical Measures

A. This is general information for items that you may need in addition to the packing list. Please bring your personal medications along with you. In addition, bring Aspirin, Tylenol, or Motrin.

B. There are not always Medics or Medical officers on call 24 hours a day at the 138th Regiment for your medical problems. Contact the front desk for assistance if there is an emergency and they will call 911.

C. If you are allergic to bee stings, please bring your bee sting kit with you or acquire one before you arrive for your own safety. The 138th Regiment does not issue Bee Sting kits.

D. Environmental concerns include: bug bites, poison ivy, and poison oak, the changing of the weather, ticks, sunburn, heat and humidity, and bitter cold during the winter months.

**ANNEX A**

**138th RTI  
PACKING LIST  
11B MOST & ILTC**

**Individual Clothing**

Coat & Trouser, ACU	4
T-Shirts, Tan	4
Underwear	7
Socks, pair	7
Belt	1
IPFU, Jacket	1
IPFU, Sweat Pants	1
IPFU, Shirt	1
IPFU, Shorts	1
IPFU, Hat	1
Running shoes	1
Beret	1
Soft Cap, ACU	1
Boots, pair, Tan	2
Bag, Duffle	1
Bag, Laundry	1
Running Shoes	1
White Socks, No Logo	4

**Personal Items**

Shaving Kit
Camo Stick
Soap, Shampoo, etc
Shower Shoes
Towel, wash cloth
Drawers
Laundry Soap
Sewing Kit
Notebook, Highlighter
.5mm Pencil
ID Tags / ID Card (Current)
Camera (optional)
Foot Powder
Baby Wipes
Zip Lock Bags
Civilian Clothes
Thumbdrive (optional)
Driving Licenses (Civilian & Military)
Padlock

**TA-50**

Bag, Waterproof	1
IBA, LBV, MOLLE System	1
Canteens(2), Camel Back (1)	As Issued
Case, First Aid Kit	1
Case, Small Arms Ammo	2
Ear Plugs	1

**Ballistic Eye Protection**

Field Pack, ruck, complete	1
Helmet, ACH	1
Sleeping Bag	1
Sleeping Mat	1
Poncho	1
Gortex Parka	1
Gortex Trousers	1
Cold weather gear (Poly Pro)	As Issued
Flashlight, w/ red lens	1
Gloves	1

**Draw from Individual Unit**

Weapons Cleaning Kit	1
Reflective Belt	1
Compass, Lensatic	1

**DO NOT BRING**

Knives w/over 3" blades
TV, VCR
Personal Firearms

**This List is not all inclusive. Nights may still be cold,  
pack accordingly based on your needs.**

## **ANNEX B**

## ANNEX F

### User Agreement & Computer Usage



### HQ 138th Regiment INRTI

### Acceptable Use Policy

1. **Understanding.** I understand that I have the primary responsibility to safeguard the information contained on the Indiana GuardNet from unauthorized or inadvertent modification, disclosure, destruction, denial of service and use.
2. **Access.** Access to this network is for official use and authorized purposes as set forth in DOD 5500.7-R, "Joint Ethics Regulation" or as further limited by this policy.
3. **Revocability.** Access to the Indiana GuardNet network is a revocable privilege and is subject to content monitoring and security testing.
4. **Unclassified Information Processing.** Indiana GuardNet is the primary unclassified information system for the Indiana Army National Guard. Indiana GuardNet is a US-only system. No Indiana GuardNet systems will be deployed outside this network with an Indiana GuardNet build intact.

The Indiana GuardNet provides unclassified communications to external DOD and other US government organizations. Primarily this is done via electronic mail and Internet networking protocols such as web, ftp, telnet, and Virtual Private Network (VPN).

The Indiana GuardNet network is approved to process Sensitive but Unclassified information in accordance with our Department of Defense Information Technology Security Certification and Accreditation Program (DITSCAP).

E-mail and attachments are vulnerable to interception as they traverse the Non-Secure Internet Protocol Network (NIPRNET) and the Internet.

5. **Minimum Security Rules and Requirements.** As an Indiana GuardNet system user, the following security rules and requirements apply:

- a. Personnel are not permitted access to the Indiana GuardNet unless in compliance with the Indiana Army National Guard personnel security requirement for operating a Sensitive but Unclassified (SBU) network.

- b. I have completed the user security awareness training module. I will participate in all training programs as required before receiving system access. I will complete my annual security awareness training every year within my employment anniversary month.
- c. I will protect passwords and pass phrases. Passwords will consist of at least 10 characters with 2 each of uppercase and lowercase letters, numbers, and special characters. I am the only authorized user of this account. I will not give my UserID or password to anyone for any reason. I will not use my UserID, common names, birthdays, phone numbers, military acronyms, call signs or dictionary words in my passwords or pass phrases.
- d. I will use only authorized hardware and software. I will not install or use any personally owned hardware, software, shareware, or public domain software.
- e. I will use virus-checking procedures before uploading or accessing information from any system, diskette, attachment or compact disk.
- f. I will notify the customer support team if my AV becomes dated. This state is achieved when the virus definition file is over 15 days old.
- g. I will not attempt to access or process data exceeding the authorized Information Systems (IS) classification level.
- h. I will not alter, change, configure, or use any operating systems or programs, except as specifically authorized.
- i. I will not introduce executable code (such as, but not limited to, .exe, .com, .vbs, or .bat files) without authorization, nor will I write malicious code.
- j. I will safeguard and mark with the appropriate classification level all information created, copied, stored, or disseminated from the IS and will not disseminate it to anyone without a specific need to know.
- k. I will not utilize Army or DOD provided ISs for commercial financial gain or illegal activities.
- l. Maintenance will be performed by the System Administrator (SA) only.
- m. I will ensure screen saver locks are active and set for no longer than 10 minutes. I will log off the workstation when departing the area at the end of each day.
- n. I will immediately report any suspicious output, files, shortcuts, or system problems to my local Information Assurance Officer (IAO) or SA and cease all activities on the system until cleared to resume normal activities.
- o. I will address any questions regarding policy, responsibilities, and duties to my local IAO.
- p. I understand that each IS is the property of the Indiana National Guard and is provided to me for official and authorized uses. I further understand that each IS is subject to monitoring for security purposes and to ensure that use is authorized. I understand that I do not have a recognized expectation of privacy in official data on the IS and may have only a limited expectation of privacy in personal data on the IS. I realize that I should not store data on the IS that I do not want others to see.
- q. I understand that monitoring of the Indiana GuardNet network will be conducted for various purposes and information captured during monitoring may be used for administrative or disciplinary actions or for criminal prosecution. I understand that the following activities are defined as **unacceptable** uses of an Indiana National Guard IS:

- Using the Indiana GuardNet system to access unauthorized sites (i.e. Pornography, gambling, cult oriented sites).
- Using your Indiana GuardNet email account to register for drawings, giveaways, joke of the day, recipe of the day, or any other non-business related activity.
- Using unauthorized services (i.e. Peer-to-peer connections, distributed computing, any messenger service, Gator, or Kaza).
- Using your Indiana GuardNet email account to send, forward, or reply to any mass mailing (heart warming stories, jokes, hoaxes, etc.).
- Autoforwarding your Indiana GuardNet email to a non-military email address.
- Using the Indiana GuardNet network for internet gaming, music or movie downloads, or any other personal use that may consume excessive amounts of bandwidth.

*(Note: Activity in any of the above criteria can lead to criminal prosecution)*

- r. The authority for soliciting your social security number (SSN) is EO 939. The information below will be used to identify you and may be disclosed to law enforcement authorities for investigating or prosecuting violations. Disclosure of this information is voluntary; however, failure to disclose information could result in the denial of access to the Indiana GuardNet information systems.
- s. Classified information will not be processed on nonclassified systems (i.e. USR).
- t. If classified information is discovered on an Indiana GuardNet system you will disconnect the system from the network and contact your IAO ASAP.

**6. Minimum Security Rules and Requirements for Wireless.** As an Indiana GuardNet system user, the following wireless security rules and requirements apply:

- a. Wireless devices, services, and technologies that are integrated or connected to Indiana GuardNet networks are considered part of those networks, and must comply with DoD Directive 8500.1 and DoD Instruction 8500.2 (reference (e)) and be certified and accredited in accordance with DoD Instruction 5200.40. In addition:
- b. For data, strong authentication, non-repudiation, and personal identification are required for access to a Indiana GuardNet network in accordance with published DoD policy and procedures. Identification and Authentication (I&A) measures shall be implemented at both the device and network level.
- c. Encryption of unclassified data for transmission to and from wireless devices is required. Exceptions may be granted on a case-by-case basis as determined by the Designated Approving Authority
- d. For data at rest, PEDs shall use file encryption that is validated as meeting FIPS 140-2 (SECURITY REQUIREMENTS FOR CRYPTOGRAPHIC MODULES) requirements.
- e. Wireless devices shall not be used for storing, processing, or transmitting classified information.

- f. Mobile code shall not be downloaded from non-DoD sources.
- g. PEDs that are connected directly to a DoD-wired network shall not be permitted to operate wirelessly while directly connected.
- h. Anti-virus software shall be used on wireless-capable PEDs and workstations that are used to synchronize/transmit data, in accordance with reference (e).

## **7. Personal Liability for Fraud and Criminal Activity In Connection With Computers.**

(Reference Title 18, U.S. Code.)

Indiana GuardNet users, supervisors, and managers must be aware of the following:

a. Federal law provides for punishment of up to a \$100,000 fine and one year in jail for the first offense of anyone who:

(1) Knowingly accesses a computer without authorization, or exceeds authorized access and obtains information which requires protection against unauthorized disclosure. (NOTE: The offense is for the access and not necessarily disclosure.)

(2) Intentionally accesses a government-owned computer without authorization and alters, damages, or destroys information or prevents authorized use of the computer.

b. The above prohibitions and punishments apply to mere attempts--even if unsuccessful--to commit crimes. Multiple accesses, or multiple attempts, constitute multiple offenses for the purposes of determining punishment.

## **8. Remote Verification**

In the event your account needs to be reset and you contact us by phone to reset your password or unlock your account, we will require some means of positive identification. Please furnish in the space below a question that we can ask you with the answer we should expect from you. This question and answer will only be used for security verification. The answer given should not make sense to the question being asked. (Example – What is your dog's name? Answer: Red Corvette)

**Question:** \_\_\_\_\_

**Answer:** \_\_\_\_\_

**9. Acknowledgement.** I have read the above requirements regarding use of the Indiana GuardNet Network. I understand my responsibilities regarding these systems and the information contained in them. I understand that this acceptable use policy is a lawful order which all users are obliged to obey. Disobeying the acceptance use policy may serve as the basis for a military criminal charge for disobeying a lawful order or as the basis for a technician disciplinary action for disobedience.

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Class Leader/Instructor      Date

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Last Name, First, MI (Print or type)      Rank/Grade/ Last (4) of SSN

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Signature